

The Department of Early Childhood Education (DECE) will hire a Senior Accountant to assist in processes within the accounting department.

The Roles & Responsibilities are listed below but do not include all duties that may be expected of the position.

- 1) Assist supervisor with departmental budget requests, operations plan, and budget revisions
- 2) Assist with providing budget and expenditure reports throughout the year to departmental leadership and provide analysis to determine if our agency is operating in the most cost-efficient way
- 3) Supervise some Accounting staff members (depending on experience) by ensuring their roles & responsibilities are being met with efficiency
- 4) File departmental expenditure and performance reports in accordance with guidelines that are due quarterly, semi-annually, and annually with supervisor submitting and or certifying reports in corresponding reporting systems and observation of accuracy and timeliness for each report
- 5) Audits STAARS documents daily by applying approval or rejection to ensure complete and accurate processing and use of ECE accounting codes in accordance with program/grant budgets with observation by supervisor for accuracy and timeliness
- 6) Assist with creating and revising interagency agreements and provide supporting documentation to invoice and notify those agencies in accordance with approved agreements in a timely manner with observation being determined by supervisor for accuracy and timeliness and feedback from related agencies
- 7) Creates Journal Vouchers as needed with supporting documentation attached with observation by supervisor for accuracy and timeliness
- 8) Provide instruction and technical assistance to internal and external customers related to issues or concerns that need to be resolved by the Accounting division with performance being determined by feedback from ECE employees and contacts of partnered State agencies
- 9) Perform other duties as needed decided by supervisor with performance being determined by feedback from Accounting Staff, other ECE employees, and internal and external customers
- 10) Communicate problems and important developments that cannot be resolved in a timely or routine fashion with supervisor as soon as aware of the issue

This position requires meeting the qualifications for the Senior Accountant (10613) classification and will be based in the Montgomery office.

Applicants will not be scheduled for interviews until they are on the State Personnel register for this classification.

Please submit interest with a copy of your resume to:

Tammy Gibson, Personnel Director
tammy.gibson@ece.alabama.gov